

This Notice Expires 1 July 1983

LOGISTICS

30 November 1982

COORDINATED PROGRAM FOR
ACQUISITION, MAINTENANCE, AND DISPOSAL
OF AGENCY TELEVISION PRODUCTION EQUIPMENT (U)

No Field Counterpart to this HN

1. PURPOSE

This notice sets forth basic policy for the acquisition, maintenance, and disposal of television production equipment used by the Agency

2. DEFINITIONS

For the purpose of this notice, television production equipment is defined as major pieces of equipment necessary to produce a finished teleproduction. Such equipment includes cameras, recorders, monitors (audio and video), character generators, wave-form monitors, and any other equipment that may be used for teleproduction. This notice does not apply to television sets used for commercial broadcast receptions, equipment used in support of national programs, or equipment used in sensitive operations.

3. PROGRAM DESCRIPTION

Effective 1 December 1982, the Office of Logistics (OL) will assume responsibility for a coordinated program for the acquisition, maintenance, and disposal of Agency television production equipment. The program will consist of a review of new equipment acquisitions, the monitoring and funding of maintenance contracts for television production equipment, and a coordinated equipment disposal process for excess equipment. Funding for equipment acquisition will remain the responsibility of the requiring component. In addition, OL will be responsible for maintaining an up-to-date equipment inventory which will be disseminated among Agency television production components.

a. Equipment Acquisition

Requests for television production equipment will be routed through the Plans, Programs, and Systems Staff (PP&SS), Printing and Photography Division (P&PD), OL. Accompanying each requisition will be a memorandum outlining the production requirement, listing the specific pieces of equipment that were evaluated to meet the requirement, and providing the justification rationale for the particular equipment selection. Subsequent to its evaluation of the requirement, PP&SS will take the following action:

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30 November 1982

LOGISTICS

- (1) Consult with those Agency components that have expertise in the area; e.g., Directorate of Intelligence/Television Center, Office of Communications, or Office of Training and Education.
- (2) If in agreement, will forward the request for action.
- (3) If in disagreement, will provide requester with the reasons for PP&SS' position, recommend alternatives, and ask the component to reconsider its request.

If agreement cannot be reached, the matter then will be resolved by the Director of Logistics and the Operating Official of the requesting office.

b. Equipment Maintenance

P&PD will fund and monitor all television production equipment maintenance contracts. Until P&PD can budget for the expenditure, however, initial funding for equipment maintenance will be the responsibility of the requesting component. Vendor contacts and requests for service will be the responsibility of the component owning the equipment. Vendor bills will be routed to P&PD/OL after the service has been rendered.

c. Equipment Inventory

PP&SS will maintain an up-to-date television production equipment inventory. It will be the requesting component's responsibility to inform PP&SS when a new piece of equipment is received. PP&SS will disseminate an inventory listing to each production component on a quarterly basis at which time any discrepancies should be reported to PP&SS. Each component will continue to maintain the responsibility for property accountability of its equipment.

d. Equipment Disposal

All excess television production equipment will be reported to PP&SS. The equipment being declared excess will be evaluated by PP&SS against any outstanding equipment requests to ascertain whether that equipment can meet any of the requirements. PP&SS will disseminate excess lists among television production components to determine if there is any possible use for the equipment before final disposition is made.

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Harry E. Fitzwater
Deputy Director
for
Administration

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Remarks:

D/ Executive Secretary
21 Jan 82

Date

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